

23 July 1951

MEMORANDUM FOR: Acting Assistant Director for Personnel

SUBJECT : Detection of Leave Balances During EOD Processing.

1. It has been brought to my attention recently that an individual in the Office of Research and Reports, who transferred to CIA from another Government agency some time ago, drew \$2,000 as a lump sum leave payment from his old agency. According to law we must require the man to refund this money and cannot credit him with accrued leave until he does so. In addition, it is probable that he has spent the \$2,000 and that we shall have to establish some sort of installment plan through which he can repay.

2. I am sure that this particular situation is typical of a general problem and feel that we should establish procedures which will develop this information as individuals enter on duty; in fact, I am not sure but that we shouldn't make entry on duty contingent upon the straightening up of leave balances.

3. I would appreciate it very much if you would, in conjunction with the Comptroller, work out whatever procedures are appropriate to insure that matters of this kind are detected and corrected during EOD processing.

DD/A:LKW:laq

Distribution:

cc: Comptroller

✓ DD/A chrono

DD/A subject: *Zero* "

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L. K. WHITE  
Deputy Director  
(Administration)

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